

## **MEMORANDUM OF AGREEMENT**

**Between  
West Lafayette Fire Dept.  
And  
Grissom Air Reserve Base**

**THIS MEMORANDUM OF AGREEMENT** is entered into by and between the West Lafayette Fire Dept. and Grissom Air Reserve Base, altogether hereinafter referred to as the "Parties."

**WHEREAS**, the above-named parties are obligated to provide for protection of property and the public health and welfare of their residents; and

**WHEREAS**, properly trained Fire Department and Emergency Services are an integral part of the protection of property and health and welfare; and

**WHEREAS**, training of said department is greatly enhanced by the use of proper training equipment; and

**WHEREAS**, such training is particularly enhanced by the use of a certified aircraft rescue training mockup and training area; and

**WHEREAS**, it is cost effective to jointly share in the uses of said training area; and

**WHEREAS**, Grissom Air Reserve Base has an available location of the said area and is agreeable to hosting said training;

**THEREFORE**, the Parties promise and agree as follows:

1. **PURPOSE:** The purpose of this agreement is to outline the extent and responsibilities of the Grissom ARB Fire Department, hereafter referred to as the Supplier, West Lafayette Fire Dept, hereafter referred to as the Receiver as they enter into a joint agreement to provide aircraft rescue training for both Supplier and Receiver:
2. **AUTHORITY:** DoD Instruction 4000.19, AFI 25-201 and other directives as required.
3. **GENERAL:** Operations carried out pursuant to this Agreement will comport to all applicable environmental laws and regulations.
4. **DURATION, CANCELLATION, and AMENDMENT:** This MOA is effective on the date the memorandum is signed by the last signatory. The MOA stays in effect until formally ended in writing. This MOA may be modified at any time by formal amendment signed by the signatories.

5. **RESPONSIBILITIES:** The following will identify the categories of support as well as the Supplier and Receiver responsibilities:

### **SPECIFIC PROVISIONS**

**Utilities and Materials Costs:** This includes all costs for utilities to include water, propane, and nitrogen gas used in the ARFF Training Mockup. It is the responsibility of each department, both Supplier and Receiver, to pay for the utilities used during their training. Specific responsibilities of the Supplier and Receiver are as follows:

**Supplier Will:**

1. Maintain a log of utilities used during each training period and provide a copy to CER and FM.
2. Regularly check the quality of Propane and Nitrogen gas in the storage tanks and contact the gas supplier when the tanks need filling or replacement.
3. Pay for the initial filling of the Propane and Nitrogen tanks

**Receiver Will:**

**Support and Upkeep:** This includes upkeep of the ARFF burn mockup and surrounding area. The Supplier will be the overseer of the site. In the event preventive maintenance/repair is required; the Supplier will notify the Receiver of the maintenance/repair and downtime to the ARFF trainer. The Supplier will notify the Receiver when the maintenance/repair is completed and when use of the trainer may proceed. Exterior lighting does exist at the training site and the Supplier will be solely responsible for lighting of the area. A dumpster will not be located on the training grounds; therefore, it will be the responsibility of each user to dispose of their garbage. The following are specific responsibilities of Supplier and Receiver.

**Supplier Will:**

1. Ensure training grounds are left in a neat and clean condition after their department's use.
2. Call Propane/Nitrogen supplier upon notification that either of the gases are low.
3. Provide local weather information to

**Receiver Will:**

1. Ensure training grounds are left in a neat and clean condition after their department's use.
2. Check the Propane/Nitrogen storage to ensure enough gas exists to conduct training. Notify Supplier if tanks need refilled.
3. Call Supplier to obtain weather

Receiver for the use of the burn mockup. information prior to using the mockup.

4. Coordinate with the Airfield Manager and other base agencies, prior to training.

**Finance and Billing:** Includes expense, reimbursement and billing procedures. Prior to and after use of the ARFF mockup, the Supplier will provide a representative to record the usage of utilities. The Supplier will furnish the usage amounts to Civil Engineering Financial Management, which will be responsible for billing the Receiver. The following are specific responsibilities of the Supplier and Receiver:

**Supplier Will:**

1. Record utility usage and maintain a log for the purpose of billing the Receiver for use of utilities used during training exercises.

2. Provide a record of utility usage to CER/FM in order to bill Receiver.

**Receiver Will:**

1. Remit payment to Supplier in accordance with procedures established by Grissom ARB CER/FM.

**Security and Access:**

**Supplier Will:**

1. Coordinate for approval all security requirements for Receiver to access Grissom ARB.

**Receiver Will:**

1. Provide validated 90 day projected training schedule to the Supplier.

2. Notify Receiver of possible cancellation of training due to increased threat conditions as soon as feasible/within their means.

2. Call 24 hours prior (Note: Friday before Monday training) and provide a list of department members Names, SSN's and type of vehicles.

**Scheduling and Training**

**Supplier Will:**

1. Coordinate for approval requested training dates.

**Receiver Will:**

1. Provide training dates requested quarterly to Supplier (February, May and August).

2. Reserve the right of cancellation of Any training which would impact any National or locally directed contingency

2. Agree to conduct all training in the area designated under the Joint Training Agreement.



operations.

**Acceptance and Ratification:** This MOA may be cancelled by either party at any time or changed by mutual consent of the parties at any time All parties will receive written notice if the agreement is cancelled. The provisions of this agreement are effected upon signature and date as indicated below.

The undersigned parties hereby shall designate a representative to modify and incorporate all future ancillary documents executed in furtherance of this joint training agreement and to this document without need for amendment or further action.

6. **COORDINATION:** The agency points of contact for coordination of the activities under this MOA are:

434 MSG/CEF  
Building 474  
Grissom ARB, In. 46970  
POC: Todd C. Woolf 765-688-3353

West Lafayette Fire Dept.  
300 North St  
West Lafayette, IN 47906  
POC: Tim Heath, Fire Chief

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For West Lafayette Fire Dept.

For Grissom Air Reserve Base

Tim Heath, Fire Chief  
West Lafayette Fire Dept.

, USAFR  
Commander

Date: \_\_\_\_\_

Date: \_\_\_\_\_

MOA agreement between West Lafayette Fire and Grissom ARB Fire Department.

APPROVED:

DATE: \_\_\_\_\_

CITY OF WEST LAFAYETTE  
BOARD OF PUBLIC WORKS AND SAFETY

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Attest:

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Clerk-Treasurer Judith C. Rhodes